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OFFICE OF THE COUNTY AUDITOR INTEROFFICE MEMORANDUM

TO: All Council Members
FROM: Lauren M. Smelkinson, County Auditor
DATE: March 12, 2013
SUBJECT: Addendum to Council Meeting Notes

Please find attached an addendum (FM-9) to the Council Meeting Notes issued March 7, 2013.

This item will be discussed at the March 12, 2013 work session for the March 18, 2013 Council meeting.

Attachment

cc: notes distribution list

FM-9 (9 Contracts)

Council District(s) All

Office of Budget and Finance

Landscape Maintenance and Streetscape Services and/or Mowing Services

The Administration is requesting approval of nine contracts with three contractors to provide mowing (5 contracts) and streetscape (4 contracts) services for various parkland, local open space, and County-owned facilities throughout the County. The three contractors are Lorenz Lawn & Landscape, Inc., LMC Landscaping, Inc., and The Garrison Company. The five contracts for mowing services commence upon Council approval, continue for 1 year, and will automatically renew for four additional 1-year periods with an option to further extend the initial term or any renewal term for an additional 90 days. The four contracts for streetscape services commenced March 1, 2013 and will continue until April 30, 2013, unless approved by the Council. If approved, the contracts will continue through February 28, 2014 and will automatically renew for four additional 1-year periods, with an option to further extend the initial term or any renewal term for an additional 90 days. The contracts do not specify a maximum compensation amount for the initial term. Compensation for the nine contracts combined may not exceed \$1,560,471 over the entire 5-year and 3-month term, including the renewal and extension periods. See Exhibit A for the services to be provided and the maximum compensation amounts for each contract.

Fiscal Summary

Funding Source	Combined Maximum Compensation	Notes
County ⁽¹⁾	\$ 1,560,471	⁽¹⁾ General Fund Operating Budget. ⁽²⁾ Maximum compensation for the nine contracts combined for the entire 5-year and 3-month term, including the renewal and extension periods. The contracts do not specify a maximum compensation amount for the initial 1-year term.
State	--	
Federal	--	
Other	--	
Total	\$ 1,560,471 ⁽²⁾	

Analysis

The contractors will provide grounds maintenance and mowing services, as well as streetscape and landscaping services, for various streetscapes, parkland, local open space, and County-owned facilities throughout the County. In addition, the contractors will provide services such as trimming, edging, raking, litter removal, pruning, mulching, fertilization, weed control, chemical applications, and sidewalk clearing. The contractors will furnish all labor, materials, tools, equipment, and supervision to perform the work. The Office advised that service areas will be divided into clusters or parcels based on geographic location.

Mowing services are divided into six clusters; five contracts with Lorenz Lawn & Landscape, Inc. for five clusters are being presented for Council approval at this time. The Office advised that the sixth contract for the Sparrows Point Cluster will be presented for Council approval in the near future. Lorenz Lawn & Landscape, Inc. will employ a mowing cycle ranging from 15 to 21 days during the mowing season (beginning the first full week of April and ending the last week of November), depending on the site. Unit rates for each mowing will range from \$1,260 to \$2,205, depending on the cluster. The County may add mowing sites within these clusters with total additional costs not to exceed 20% of the value of the original bid. The County may accept or reject the contractor's quoted price for the additional services.

Streetscape services are divided into four clusters. Three contractors (LMC Landscaping, Inc., Lorenz Lawn & Landscape, Inc., and The Garrison Company) will provide these services at each cluster two times per month, March through November. Unit rates for each site visit will range from \$1,100 to \$2,009, depending on the cluster. In addition, the County may purchase various optional services, including tree planting and removal.

The five contracts for mowing services commence upon Council approval, continue for 1 year, and will automatically renew for four additional 1-year periods unless the County provides notice of non-renewal. The County may further extend the contracts at the end of the initial term or any renewal term for an additional 90 days on the same terms and conditions. The four contracts for streetscape services commenced on March 1, 2013 and will continue through April 30, 2013, unless approved by the Council. If approved, the contracts will continue through February 28, 2014 and will automatically renew for four additional 1-year periods unless the County provides notice of non-renewal. The County may further extend the contracts at the end of the initial term or any renewal term for an additional 90 days on the same terms and

conditions. The contracts do not specify a maximum compensation amount for the initial term. Compensation for the nine contracts combined may not exceed \$1,560,471 over the entire 5-year and 3-month term, including the renewal and extension periods.

Prior to the commencement of each renewal period, the County may entertain a request for an escalation in unit prices in accordance with the Consumer Price Index – All Urban Consumers – United States Average – All Items (CPI-U), as published by the United States Department of Labor, Bureau of Labor Statistics at the time of the request, or up to a maximum 5% increase on the current pricing, whichever is lower. The County may terminate the agreements by providing 30 days prior written notice.

The contractors were selected through a competitive procurement process based on the 9 lowest responsive bids from 64 bids received.

The Office advised that it reevaluated its existing contracts and determined that redistribution of the parcels by geographic location would produce a cost savings to the County. Accordingly, the County is terminating the existing contracts for these services. The estimated cost savings are not available at this time.

County Charter, Section 715, requires that “any contract must be approved by the County Council before it is executed if the contract is...for services for a term in excess of two years or involving the expenditure of more than \$25,000 per year....”

<u>Contract</u>	<u>Contactor</u>	<u>Service</u>	<u>Service Location</u>	<u>Maximum Compensation</u>
1	Lorenz Lawn & Landscape Inc.	Mowing	Texas Cluster (39 sites)	\$ 148,529
2	Lorenz Lawn & Landscape Inc.	Mowing	Inwood Cluster (60 sites)	194,944
3	Lorenz Lawn & Landscape Inc.	Mowing	Double Rock Cluster 1 (55 sites)	148,529
4	Lorenz Lawn & Landscape Inc.	Mowing	Double Rock Cluster 2 (31 sites)	111,397
5	Lorenz Lawn & Landscape Inc.	Mowing	Double Rock Cluster 3 (31 sites)	123,774
6	LMC Landscaping, Inc.	Streetscapes	East Side	149,961
7	Lorenz Lawn & Landscape Inc.	Streetscapes	Towson	258,421
8	Lorenz Lawn & Landscape Inc.	Streetscapes	West Side	168,011
9	The Garrison Co.	Streetscapes	Dundalk	256,905
Total				<u><u>\$ 1,560,471</u></u>

Prepared by: Office of the County Auditor